



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



PUBLIC INFORMATION SPECIALIST

\$45,965.22 - \$74,237.93 ANNUALLY

NATURE OF WORK:

Responsible for varied administrative duties and complex professional work in public information: media communications, community relations and organizational communications. Assists the Public Information Officer in all aspects of developing and communicating information.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Communications, Journalism, Public Relations, or related field and minimum three years experience. Must submit writing samples.

DESIRES

Excellent written/verbal communication skills, using excellent English.
PC Proficiency (Microsoft Office - Word, Access, Outlook, PowerPoint, and Excel, Adobe PageMaker, and database entry). Ability to handle multiple projects efficiently.
Experience writing press releases, newsletters and brochures.

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
ATTENTION: PIS-ANN

CLASS NO: **1029**
UC NO: **0584UO**

EOE/AA/ADA/VET PREF